

UNIVERSITY 2011 – 2012 DEADLINES

AUGUST 2011

- 26 **FACULTY LOAD FORMS, FOR PART-TIME FACULTY.** Chairs submit forms, by email, to college dean.
- 29 **EARLY TRAVEL REQUESTS** --- For any travel that is to occur prior to October 14, faculty submit request to chair and, if approved, chair sends request to college dean.

SEPTEMBER

- 1 **COURSE SYLLABI** - - Faculty submit to chair; after reviewing, chairs submit thumb drive to college dean.
- 6 **FACULTY UPDATE SHEETS** -- Submit to VPAA Office and a copy to college dean and deans.
UPDATED HURRICANE PLANS -- Submit to college deans.
MINUTES OF AUG. DEPARTMENTAL FACULTY MEETING ---Chairs submit, by email, to college dean.
- 9 **TRAVEL REQUESTS** - - Faculty submit requests to chair.
FACULTY SEARCH COMMITTEE CHAIRS APPOINTED - - Submit names to VPAA Office.
- 19 **TRAVEL REQUESTS** - - Chairs prioritize by available funding and send to college dean.
SPRING COURSE OFFERINGS - - Chairs submit, by email, to college dean with copy to registrar. Chairs also submit preliminary summary of faculty loads to college dean.
- 30 **LAST DAY TO REMOVE AN “I” GRADE.**

OCTOBER

- 4 **MINUTES OF SEPT. DEPARTMENTAL FACULTY MEETING** - - Chairs submit, by email, to college dean.
- 17 **LAST DAY TO REQUEST STUDENT EVALUATIONS** - - Forms are available on the VPAA web site
- 18 **MID SEMESTER EVALUATIONS DUE (NOON)** - - Faculty submit grades electronically through Banner with hard copy to chair.
- 21 **TEXTBOOK ORDERS #1** -- Chairs submit book titles to Bookstore.
- 28 **LAST DAY TO PETITION A “W” IN A COURSE**

NOVEMBER

- 2 **MINUTES OF OCT. DEPARTMENTAL FACULTY MEETING** - - Chairs submit, by email, to college dean.
- 4 **POTENTIAL DECEMBER GRADUATES** - - Chairs submit list to registrar and copy to college dean.
PROMOTION RECOMMENDATIONS - - Deans/Chairs submit evaluations with documentation to the VPAA.
- 9 **TEXTBOOK ORDERS # 2.** Chairs submit spring semester orders (number of requested books) to Bookstore.
- 11 **FACULTY EVALUATIONS (ALL BUT 1ST YEAR FACULTY)** -- Chairs submit original to VPAA and a copy to the college dean.
- 18 **LAST DAY TO WITHDRAW FROM THE UNIVERSITY**

DECEMBER

- 1 **MINUTES OF NOV. DEPARTMENTAL FACULTY MEETING** - Chairs submit, by email, to college dean.
- 6 **QUIET DAY**
- 14 **FINAL GRADES DUE (NOON)** - - Faculty submit electronically via Banner with hard copy to chair.

JANUARY 2012

- 12 **FACULTY LOAD FORMS FOR PART-TIME FACULTY** --- Chairs submit forms, by email, to college dean.
- 17 **COURSE SYLLABI** - - Faculty submit to chair; after reviewing, chairs submit by thumb drive to college dean.
- 20 **FULL-TIME FACULTY LOAD FORMS FOR ACADEMIC YEAR.** Chairs submit forms, by email, to college dean.
- 27 **SUMMER COURSE OFFERINGS** - Chairs submit, by email, to college dean with copy to registrar.

FEBRUARY

- 7 **MINUTES OF JANUARY DEPARTMENTAL FACULTY MEETING** - - Chairs submit, by email, to college dean
- 15 **CAP, GOWN, AND/OR HOOD ORDERS** - - Faculty submit orders to Auxiliary Services.
- 17 **LAST DAY TO REMOVE AN "I" GRADE.**
- 24 **TEXTBOOK ORDERS #1** -- Chairs submit summer book titles to Bookstore.

MARCH

- 1 **FALL COURSE OFFERINGS** - - Chairs submit, by email, to college dean with copy to registrar. Chairs also submit preliminary summary of faculty loads to college dean.
LAST DAY TO REQUEST STUDENT EVALUATIONS - - Forms are available on the VPAA web site
- 6 **MID SEMESTER EVALUATIONS DUE (NOON)** - - Faculty submit grades electronically through Banner to registrar with hard copy to chair.
MINUTES OF FEBRUARY DEPARTMENTAL FACULTY MEETING - - Chairs submit, by email, to college dean
- 14 **POTENTIAL MAY/SUMMER GRADUATES** - - Chairs submit list to registrar and copy to college dean.
- 16 **LAST DAY TO PETITION A "W"**

APRIL

- 11 **TEXTBOOK ORDERS #2.** Chairs submit summer book orders (number of requested books) to the Bookstore.
MINUTES OF MARCH DEPARTMENTAL FACULTY MEETING - - Chairs submit, by email, to college dean's office.
- 20 **LAST DAY TO WITHDRAW FROM THE UNIVERSITY**
FIRST YEAR FACULTY EVALUATIONS - - Chairs submit original to the VPAA and one copy to college dean's office.
TEXTBOOK ORDERS #3 - - Chairs submit fall semester orders to Bookstore.

MAY

- 1 **QUIET DAY – Senior grades due by noon!** Faculty submit grades electronically through banner to registrar with hard copy to chair.
- 7 **SENIOR ROLL CALL**
MINUTES OF APRIL DEPARTMENTAL FACULTY MEETING - - Chairs submit one copy, by email, to college dean.
- 9 **FINAL GRADES DUE (NOON)** - - Faculty submit grades electronically through Banner to registrar with hard copy to chair.